



## Link Guidelines for Word

Some people scan the document to look for a link and not bother to read the surrounding detail. Creating accessible links allows people using screen readers to have the same experience. People who use screen readers have access to a dialog box that compiles a complete list of links to easily navigate to a particular link.

### Table of Contents

**Read This First!** .....

**Start a New Document** .....

**Attach a Template to an Existing Document.** .....

**Using the Navigation Pane** .....

**Apply Styles** .....

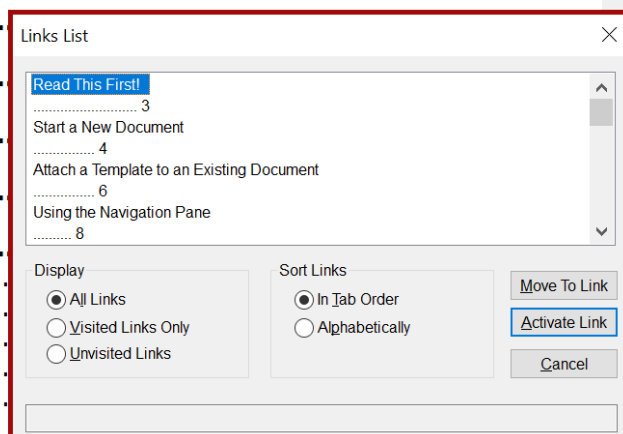
    Heading Styles .....

    Paragraph Styles .....

    Character Styles .....

    Linked (Character and Paragraph) Styles .....

    Table Styles .....



## Use Meaningful Text

Use meaningful text to specify the link destination. The link text alone should convey the function and purpose of the link.

### Examples of Bad Links

- An unclear link name with no context: [click here](#).
- A typed-out URL: <http://www.freedomscientific.com/training/Surfs-Up/Surfs Up Start Here.htm>

If you are using a screen reader, you probably wouldn't know where either link is taking you. It would take a very long time to read and quickly browsing the hyperlinks would be impossible.

A good example of the above-typed out URL is: [JAWS \(screen reader\) training](#)

## Don't Repeat Text

Don't repeat department names or other titles when writing link text. People can move through the Links List by pressing the **first letter** of the link they are looking for. When all the links start with the same word or phrase this shortcut doesn't work.

### For example:

Look for the sales department below. We want to press "S" for Sales Department, but everything begins with "A".

ABC Human Resource Department  
ABC Engineering Department  
ABC Finance Department  
ABC Sales Department

In the list below pressing "S" would take you straight to the Sales Department link.

Human Resource Department  
Engineering Department  
Finance Department  
Sales Department

Another acceptable way to write out links is:

Human Resource Department, ABC  
Engineering Department, ABC  
Finance Department, ABC  
Sales Department, ABC

## Examples of Good Links

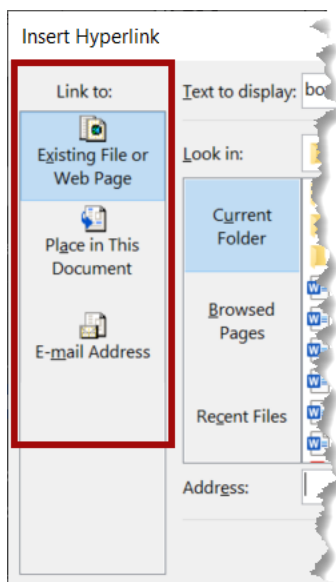
Descriptive text that has a clear destination: [HHS Connection](#)

A combination of:

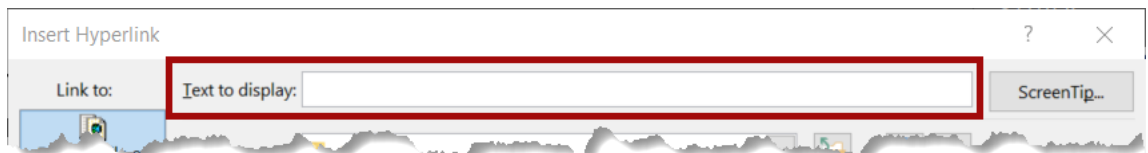
- Meaningful text as the link, and
- a spelled-out URL next to the meaningful text link.

## How to Make a Hyperlink

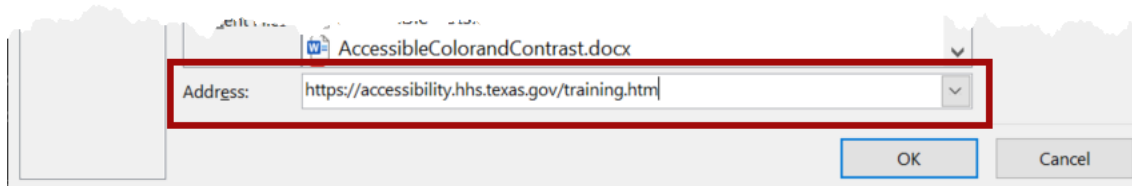
1. Copy URL from a file, web page, or e-mail address.
2. Select the meaningful text for the link.
3. Right-click the selected text.
4. A menu pops up. Select the **Link** button.
5. The **Insert Hyperlink** dialog box opens. In the **Link to** section, click on the desired choice:
  - A. Existing File or Web Page
  - B. Place in This Document
  - C. E-mail Address



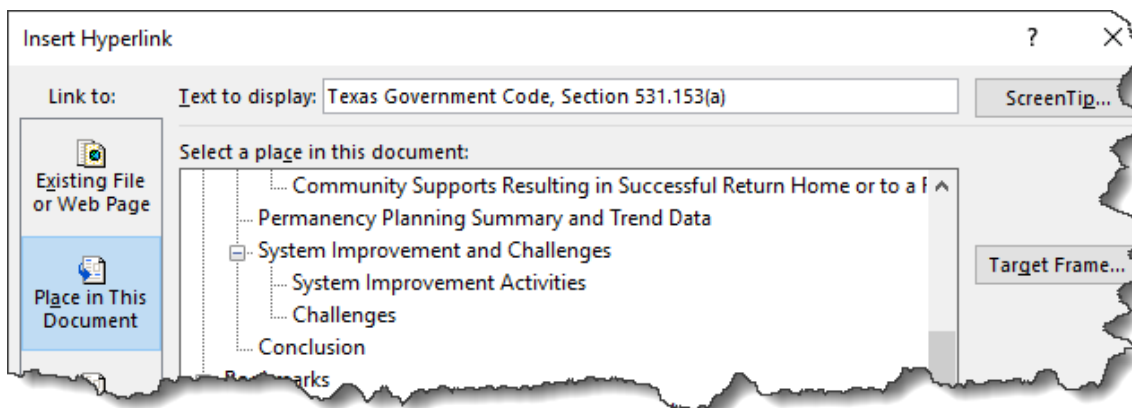
6. Check the text in the **Text to display** text field.



7. Add the:
  - A. URL in the Address field,



B. Place in This Document,



C. or an e-mail address.



8. Click on the **OK** button.

## Use Underline and Contrasting Colors

Underline is for links only.

When you need to emphasize text apply **Strong**, *Emphasis*, or **Strong Emphasis** style to the text. Avoid applying emphasis to blocks of text. For people with dyslexia/dysgraphia blocks of text with italic fonts decreases reading performance.

You can also use the block text style to emphasize text.

People who are colorblind may not be able to perceive color cues. Typically, links are a different color than their surrounding text. Adding underlines or other non-color indicators helps people who may not see color.

## Check that the link works

Be sure to click on each link in your document to:

1. Check if the link is broken.
2. It takes people to the right place.

## Many Links on a Page

Use footnotes or endnotes that contain the URL:

- When many links are on a page.
- For printed documents.  
Doing this gives any person the URLs if they want to visit the site.

## How to add a Footnote

Place the cursor to the immediate right of the text that you want the footnote or endnote to reference.

1. Go to the **HHS Reports** tab.
2. Click on the **Insert Footnote** button.  
A number will immediately appear where you were.
3. Scroll down to the corresponding number at the end of your page.
4. Insert the necessary information.

[HHS Connection](https://hhsconnection.hhs.texas.gov/)<sup>a</sup>

[Department of State Health Services](https://www.dshs.texas.gov/)<sup>b</sup>

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<sup>a</sup> Texas HHS - <https://hhsconnection.hhs.texas.gov/>

<sup>b</sup> DSHS - <https://www.dshs.texas.gov/>